



Douglass Community Association Executive Director Position

The Douglass Community Association has been an integral part of the Kalamazoo Northside community for 96 years, serving as a resource for social justice, social services, youth activities and families support. They believe that all Kalamazoo youth, adult, and families must have the intellectual, physical, and emotional support needed to achieve full potential. Their work is concentrated on uplifting families through social opportunities, recreation, education, employment and training, serving the residents in the Northside of Kalamazoo.

The DCA accomplishes its mission in four distinct ways:

1. Providing youth recreation, educational, and mental health services and programming (i.e. Rocket Football, Youth Leadership Council, Across Ages, tutoring, clinical counseling, case management and peer support)
2. Offering adult mental health services through the Frederick Douglass Recovery Center
3. Partnering and providing space for other services (Mobile Food Initiative)
4. Ensuring hosted services are available to residents, leasing space to organizations such as Mothers of Hope, NAACP, Kalamazoo County STD Clinic, Michigan Works!, Alma Powell Branch of Kalamazoo Public Library, City of Kalamazoo Parks and Recreation, USDA Summer Feeding Program, The Air Zoo, Boys and Girls Club and summer golf program through the City of Kalamazoo.

In 2013, DCA encountered a financial crisis that threatened to close its doors. Understanding the value of DCA, the Kalamazoo community worked with Douglass staff and board to raise the needed financial assistance to sustain DCA during the immediate crisis, allowing the implementation of a new strategic plan to move the Douglass forward. Under the direction of a new Executive Director and board of directors, DCA repaid its debt of over \$297,000 and implemented solid management and fiscal processes and procedures, allowing the creation of new programs and partnerships to further meet the stated needs of the community.

Today, the Douglass Community Association continues to work on building staffing and facility infrastructure with an emphasis on valuing the views of the residents, stakeholders and donors in determining future service needs of the community. Their goal is to have a vibrant community association that uplifts at-risk children, individuals and families in a meaningful way. The DCA understands the probability of achieving continuous growth is heightened when an organization has a clear vision, strategy, and resources to implement their mission. The board is fully committed to working hard to make this happen in partnership with their new Executive Director.

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

Primary Duties and Responsibilities

The Executive Director performs some or all of the following:

Leadership

- Participate with the Board of Directors in the ongoing development and execution of a strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board and/or jointly with the Board as appropriate
- Represent the organization at community activities to enhance the organization's community profile

Operational planning and management

- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Review and draft policies and procedures, recommending changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are secure and confidentiality is maintained
- Prepare Board meeting agenda and supporting materials

Program planning and management

- Oversee the planning, implementation and evaluation of programs and services
- Ensure that the programs and services offered and hosted by the organization contribute to the organization's mission and reflect the Board's priorities
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment
- Recruit, interview and hire staff that have the ability to further the organization's mission
- Ensure that all staff receives appropriate training
- Implement a performance management process which includes coaching and mentoring staff as appropriate to improve performance

Financial planning and management

- Work with staff, Finance Committee, CPA and Board to prepare a comprehensive budget
- Secure adequate funding for the operation of the organization
- Prepare and execute fund development strategy, including the research of funding sources and writing grants
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget, monitoring the monthly cash flow
- Provide the Board with comprehensive and timely financial reports
- Ensure compliance with all legislation covering taxation and withholding payments

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborations with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate risks to the organization, implementing measures to control risk
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

Qualifications

Education

- Bachelor's Degree in a related field. Master's Degree preferred.

Experience, knowledge, skills and abilities

- Five or more years of management/supervisory experience with non-profit organizations
- Experience working with a diverse population
- Previous mental health experience preferred
- Knowledge of non-profit leadership and management principles
- Knowledge of applicable non-profit legislation
- Knowledge of community challenges and opportunities relating to the mission of the organization
- Knowledge of sound human resources and financial management policies
- Knowledge of project management principles
- Proficiency in the use of computers, including Microsoft Office and internet

Personal characteristics

The Executive Director should demonstrate competency in some or all of the following:

- Behave Ethically
- Build Relationships and Foster Teamwork
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Solve Problems
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities

Working Conditions

- Will usually work in an office environment, but the organization's mission may occasionally require visiting nonstandard workplaces
- Will work a standard work week, but may often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events

To apply for the Executive Director position, please send your resume and salary requirements to:

dca@welshandassociates.net

The deadline for resume submission is September 30, 2016.